

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Spotlight on Library Programs

Grant Application

Winter/Spring 2005

**Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

MISSOURI STATE LIBRARY
LSTA Grant Program
Spotlight on Library Programs
Information & Guidelines
Winter/Spring 2005

What is this grant program?

Spotlight on Library Programs is a new grant program designed to assist small- and medium-sized public libraries provide events for adults, families, and intergenerational audiences. The goals of this program are to provide quality events to attract people to the library; promote library services to the community; stimulate interest in books, technology and other library services; and provide opportunities for collaboration between libraries and community agencies. The grant is designed to allow libraries with limited resources to hire performing artists, musicians, authors and other professional presenters from outside their own region. This program will be piloted for one year to determine interest and success of the project.

How may the grant funds be used?

Libraries applying for Spotlight grants will be expected to plan and implement a single-event program aimed at a target audience, and meeting the grant goals. Libraries may apply for up to two grants per grant period, choosing among the following categories: families; seniors; intergenerational audience. Each grant proposal must be submitted as a separate application. Spotlight grant funds may be used to cover the costs for planning and implementing the event. There are no restrictions on the types of events or topics for events except that they be appropriate to the audience.

Who may apply?

This grant is open to all small- and medium-sized public library districts with service populations of 130,000 or less, according to the *Missouri Census Data Center MCDC Demographic Profile 1 Menu Page for Missouri Library Districts* (http://mcdc2.missouri.edu/websas/dp1_2kmenus/mo/library.html), and certified to receive state aid.

What special considerations apply to this grant?

- For the purposes of the Spotlight on Library Programs grant program, **a program is defined as a single-event performance or activity.** Libraries should not apply for funds to implement programs that involve a series of activities or performances conducted over a period of days or weeks.
- A single-event program may be repeated at the same location to allow for larger participation, if space limitations are a factor.
- Any single-event program may be repeated at up to five (5) branches/service centers within a library system over a specific period of time.

- Libraries are encouraged to partner with schools and community agencies, where appropriate, to plan the event, schedule speakers/presenters, and promote the event.
- If applying for funds to conduct programs for young adults, libraries are encouraged to conduct informal discussions with youth to determine program topics, authors, or speakers that will attract this audience.
- At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental proposals to receive an award of grant funds.

What amount of funds may be requested?

Libraries may apply for a maximum of \$2,500 per library outlet per single-event program. Up to five branches or service centers per library system may apply for the grants, for a total of \$12,500 per system awarded.

Are local matching funds required?

No local matching funds are required.

For what will this grant pay?

All expenses must be directly related to the single-event program.

Eligible expenses include, but are not limited to:

- Speakers or presenters (limited to honoraria and expenses).
- Programming supplies and materials.
- Promotion, mailing, photographic, and printing costs.
- Production or exhibit expenses.
- Cost for additional staff or staff hours specifically related to the project. For example, a library may use grant funds to pay an existing part-time employee for extra hours to plan and implement the program, or a library with limited staff may hire a qualified individual at an hourly rate to plan and implement a program.

Ineligible expenses include, but are not limited to:

- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the program).
- Collection development acquisitions.
- Transportation for field trips.
- Vehicles.

What is the review process?

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian.
- State Librarian submits recommendations to Secretary of State.
- Secretary of State makes final decision.

- Only completed application forms from eligible institutions will be reviewed.
- No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

What are the application deadlines and grant periods?

Application Deadline: March 15, 2005 (postmarked or hand delivered)

Project Grant Period: May 1, 2005 through August 31, 2005

Application Deadline: July 1, 2005 (postmarked or hand delivered)

Project Grant Period: September 1, 2005 through December 31, 2005

Application Deadline: October 25, 2005 (postmarked or hand delivered)

Project Grant Period: January 1, 2006 through June 30, 2006

What reports must grantees make?

A final report is required upon project completion and submission of request for final payment. Forms will be provided. **Note: Support materials will be required as part of the final report.**

Before you apply:

Is your library's cash flow adequate to meet the following terms and conditions of this grant, should it be awarded?

1. How payments are made:
Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).
2. Disbursement of funds by grantee.
Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.
3. How this grant will be paid:
Grantees are paid 70% of the total grant amount upon completion of the final executed agreement.
A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

Where do I apply?

Mail completed application forms to:

Kay Callison, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

For further information, contact:

Nancee Dahms-Stinson
Missouri State Library, Library Development Division
Telephone 573-751-1821 or (in Missouri) 800-325-0131, ext. 5
E-mail: nancee.dahms-stinson@sos.mo.gov

MISSOURI STATE LIBRARY
LSTA Grant Program
Spotlight on Library Programs
Grant Application Instructions
Winter/Spring 2005

Please call Kay Callison, LSTA Grants Officer, 1-800-325-0131 ext. 9, if you have questions about the instructions or application form.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- All narrative materials are to be typed double-spaced on plain sheets, with the library's name at the top of each sheet. Attach this narrative to the back of the application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

ITEMIZED INSTRUCTIONS

Part I

Project number—Leave blank.

Name of library—Give the official, legal name of the library.

Federal Tax I.D. # or MO Vender # if different—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vender ID number. In some cases, it is different and this is the number we must have to process your application.

Project Director—Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address.

Project Title—Provide a brief title for your project.

Total population of library's legal service area—Using the latest available census figures, give the population of the legal service area for all participating agencies.

Estimated number of people to be served by this project—Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center website may be found at: <http://mcdc2.missouri.edu/index.shtml>.

LSTA funds requested—Show the total amount of grant funds you are requesting. Round to the nearest dollar.

Project description—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II.

Part II—Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

Part III- Certification and Signatures

Signature of Library Director—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President—The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

**MISSOURI STATE LIBRARY
LSTA Grant Program
Spotlight on Library Programs
Grant Application
Winter/Spring 2005**

Project # _____

PART I – YOU MUST USE THIS SHEET AS PAGE ONE OF YOUR APPLICATION

Please type.

Name of library: _____

Federal Tax I.D. # or MO Vender # if different: _____

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____ Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of library's legal service area: _____

Estimated number of people to be served by this project: _____

LSTA funds requested: \$ _____

Local funds to be used (optional) \$ _____

The library is applying for grant funds to conduct a program for (*check ONLY one*):

___ families ___ seniors ___ intergenerational audience

Project Description: not to exceed 250 words:

PART II: NARRATIVE

Attach additional sheets with your answers to the following items. Include the library name in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space and number the pages.

Introduction

1. Briefly describe your community's need for this project. (maximum 1 page)
 - a. Why did you choose this program? If the program is tied to a special event, such as Black History Month or National Library Week, briefly outline your goal for the special event. Explain the connection between your proposed program and the special event, providing a reason for choosing the program.

Project Narrative

2. Describe your proposed project.
 - a. Provide a thorough description of the single-event program for which you are requesting funding, including names of presenters and indicating the target audience.
 - b. Indicate how the program will promote library services or stimulate an interest in reading, books, or library technology. What activities will you conduct to ensure a connection between the program and library service or reading?
 - c. Provide a proposed schedule of implementation, including tentative dates for project activities. Identify the locations/branches at which the program will be implemented.
3. How will you attract an audience? Outline the promotional strategies you will use to encourage attendance by the targeted audience.
4. If partnerships will be sought to implement the project, provide a list of community entities with which the library will cooperate and explain why these partners have been chosen. Describe what each partner will contribute to the project. **Attach a letter of support from each partner, written to the project director, outlining the partner's commitment, including any contributions of resources.**

Evaluation

5. Present a plan to determine the impact the project will have. What difference has the project made on the target audience and the community?
 - a. Include quantitative and qualitative assessments.
 - b. Append a sample evaluation form.

Budget

6. Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, "door prizes," "incentives," or any type of "gift" to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the first page of the application in the space provided.

7. Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for speaker/presenter costs must include speaker/presenter names, fees, and a thorough summary of travel expenses. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. *Provide explanations for both federal and local funds.*

Library _____

6. BUDGET WORKSHEET: LSTA Spotlight on Library Programs Grant Application

Budget Item	Amount per site	Number of proposed sites	Total Requested
Speaker honoraria and expenses			
Programming supplies and materials			
Promotion, mailing, photographic, and printing costs			
Production or exhibit expenses			
Staff costs (see guidelines about staff costs in the Grant Program Information and Guidelines)			
Other (specify)			
TOTALS			

Libraries awarded project funds will have the authority to move up to \$300 between line items within their final proposed budgets.

PART III: CERTIFICATION AND SIGNATURES

ATTENTION: You must use Part I, Budget Worksheet, and this page as part of your application! To complete this application, attach numbered pages with responses to items in Part II. Part III must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

Type name of Library Director

Type name of Library Board President

Signature, above official (in blue ink)

Signature, above official (in blue ink)

Date

Date

Mail completed applications to:

Kay Callison, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387, Jefferson City, MO 65102-0387

Application Deadline: March 15, 2005 (postmarked or hand delivered)

Project Grant Period: May 1, 2005 through August 31, 2005

Application Deadline: July 1, 2005 (postmarked or hand delivered)

Project Grant Period: September 1, 2005 through December 31, 2005

Application Deadline: October 25, 2005 (postmarked or hand delivered)

Project Grant Period: January 1, 2006 through June 30, 2006

For State Library use only:

_____ Approved

_____ Not Approved

\$ _____ Amount Awarded

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.



INSTITUTE
of MUSEUM
and LIBRARY
SERVICES